

# **Alternative Fueling Facilities Program**

## **Project Application Form:**

**TCEQ - 20613b**

**Solicitation No. 582-12-20715**



### **Application Deadline:**

AFFP applications will be accepted until 5 p.m. on July 31, 2012,  
unless extended to a later date by the TCEQ.

Texas Commission on Environmental Quality  
Air Quality Division  
Implementation Grants Section, (AFFP), MC-204  
P.O. Box 13087  
Austin, TX 78711-3087  
1-800-919-TERP (8377)  
[www.terpgrants.org](http://www.terpgrants.org)



# **Alternative Fueling Facilities Grant Program Project Application Form**

(TCEQ – 20613b)

## ***Application Submission***

This form is to be used to apply for grants from the Texas Commission on Environmental Quality's (TCEQ) Alternative Fueling Facilities Program (AFFP). Upon submission, all proposals become the property of the State of Texas and as such become subject to public disclosure under the Texas Public Information Act, Texas Government Code, Chapter 552.

The project eligibility criteria and types of purchases eligible under this program are more fully explained in the Request for Grant Applications (RFGA) which outlines the grant application deadlines and provides further instructions for applying for a grant. **Potential applicants should first review the RFGA before completing the application forms.**

***This form MUST be submitted with a completed Form 20613a. Applicants must also submit a W-9 Form (Request for Taxpayer Identification Number and Certification Form) when submitting the application.***

***Do not modify this form other than completing required questions.***

**Do not submit any confidential / proprietary information anywhere in this Application Form except as instructed in Section 4. You agree that you waive any claim of confidentiality you may have in any information you submit in any part of this Application Form other than Section 4 – even if you have marked it confidential.**

Any information the applicant wishes to protect from public disclosure MUST be clearly marked ***“Confidential/Proprietary: inform applicant & seek AG opinion before releasing”*** on every page and MUST be submitted as instructed in Section 4 of the application and nowhere else. Any information that is so marked and submitted in Section 4, if requested under the PIA, will be sent by the TCEQ to the Texas Attorney General (AG) for a decision on whether it may be withheld. Note that the AG may determine that the information is not confidential and therefore must be released. The TCEQ will inform the applicant of the request for the AG's decision but will make no arguments in support of the request. It is the responsibility of the applicant to explain the basis for its claim that the information is confidential to the AG.

## **Section 1 Project Summary**

*Please provide answers to the following questions. Applicants may provide as much detail as necessary.*

### ***Project Summary and Goals***

1. Describe the project's overall goals and objectives. Be sure to state which fuel(s) the completed facility will provide. If the project is for the upgrade of an existing facility then be clear on what the current facility capabilities are versus the proposed upgraded facility.
2. How will the project help the AFFP achieve its goals as described in the RFGA? Describe how the location of and services provided by the proposed station will increase the availability of alternative fueling facilities in Texas nonattainment areas. Be sure to describe what aspect of the proposed facility will be considered *new*.

### ***Project Location and Impact***

3. Describe the location of the proposed fueling station, including address, eligible county, straight line (i.e., "as the crow flies") distance to the nearby highway(s) and/or major roads, distance to other fueling stations providing the same alternative fuel, and access to the facility. Provide a general map showing the proposed location of the facility. Discuss the current situation of the proposed location including the owner of the location and whether the location currently provides any alternative fuels.
4. If available, provide any detailed plans for the facility, including describing the site design, preliminary site plans, preliminary transportation plans, and any other engineering or site plans for the proposed facility. If plans have not yet been prepared, discuss the current stage of the planning process and provide any applicable documents that have been prepared. Discuss the applicable land use requirements and permitting requirements that must be met and describe how these requirements will be met. Be sure to describe the type of fueling system that will be used including the fuel flow rate and explain how the public will be able to use the system to refill in a reasonable timeframe. (Note: a detailed SOW including specific tasks and timeline is required in [Section 2](#).)
5. Discuss thoroughly the impacts of an alternative fueling station at the proposed location, including any impact on access to the area or nearby residential areas, potential impacts on at risk populations (e.g., hospitals and schools), impact on local air quality, and any other benefits or drawbacks of the location. Include information on proximity to these types of areas and facilities. If appropriate, you may note the location of these areas and facilities on any maps provided with the application. Describe how any negative impacts will be minimized or eliminated. You may attach any letters of support or approval documents from local governments, neighborhood associations, and/or other entities having jurisdiction over or an interest in the location of the proposed facility.

### ***Proposed Station Market and Operation Plan***

6. Describe the market or need for the station. Discuss the expected throughput and the expected number of vehicles and/or equipment that would be served by the station (including the source of such estimates). In particular describe any existing or expected fleet usage commitments.

You may attach any letters of support or commitment from fleets who intend to use the proposed station. Discuss the availability of other sources of alternative fuels in the area, including information on the proximity to the nearest other facilities for providing similar alternative fueling.

7. Provide a detailed operations plan for the new or upgraded station, including hours of operation, hours and type of public access, parties responsible for operation, plans for safe public operation, payment process, and expected station usage and/or throughput. Discuss any plans for needed user training, including public users. The operations plan should explain how the proposed station will be or become a self sustaining facility, and if applicable include a marketing or advertizing plan that seeks to increase the public use of the facility.

8. Describe the source of the alternative fuel to be dispensed, including location of production and manufacture (refinery, etc.). Discuss the extent to which the alternative fuel is produced and/or manufactured in Texas.

### ***Applicant Qualifications***

9. Describe the applicant's qualifications for implementing the proposed station, in particular any experience constructing, owning, or operating a fueling facility especially any alternative fueling facilities. Key personnel, experience with similar previous projects, and major partners' or subcontractors' experience or qualifications may all be relevant.

10. If the applicant is not the owner of the proposed location then describe how the applicant will secure the rights to install and operate the equipment for the duration of the grant. Provide any existing or proposed agreements between the owner and the applicant.

### ***Budget***

11. Provide a detailed budget for the entire proposed project, including proposed grant funds and other funding. The budget should cover the entire facility construction costs. The budget must differentiate clearly between proposed grant costs and project costs funded by other sources. A separate budget document may be attached. See [Section 3](#) for more information about the budget requirements.

12. Describe the proposed method of funding and or financing for the non-grant funded station construction costs and the operation of the facility. Identify any expected tax credits or other funding sources including other grants.

### ***Contract Terms***

13. Please note that if a grant is awarded, the Terms and Conditions in the sample contract will be used and be controlling in the grant award. If there are any Terms and Conditions in the sample grant agreement that you cannot agree to you *must* identify those in your application below. If you need additional space please use an attachment. Please also note that the TCEQ may not agree to any or all of the changes and may award the agreement upon the sample agreement.

## Section 2: Scope of Work and Project Deliverables

*Information provided for this section should focus exclusively on the project proposed for funding in this application. While it is appropriate in other portions of the application to discuss the broader or long term plans for this technology, this section should only address work proposed in this application.*

**Scope of Work** Please provide a complete, detailed scope of work for the project. The scope should include an introduction, project objectives, project schedule, and a work statement for each task under the project. The project should be broken down into a set of logical, discrete tasks that are carried out sequentially or in parallel. Note any significant decision points and the standard for determining project continuation or termination at these points.

The work statement for each task should explicitly identify the following elements:

- a detailed description of the work to be carried out under the task broken out into clear steps;
- the parties responsible for completing the task;
- the task's completion date (i.e., the due date for deliverables); and
- the grant deliverables for each task.

The Scope of Work must also include the preparation and submission of detailed quarterly progress reports during the implementation phase, a final implementation completion report, and annual operation reports for the duration of the grant.

The following Scope of Work outline should be used. Additional instructions for using the Scope of Work outline include:

- Add any necessary tasks not included in the outline by copying the same format as the included tasks and placing the new task in roughly chronological order by start date.
- Begin each task with a brief (sentence or two) description of the overall goal of the task. Provide more specific details than just the Task title.
- Describe each step necessary for all tasks. Try to include steps in chronological order by start date.
- Task deadlines should be timed from project start (e.g., 6 months from project start). The earliest possible start date that may be used for grant funded work is May 2, 2012. It may be useful to include a start and end date for tasks.
- Deliverables should include all significant results from the work detailed in that stage (e.g., approved permit, final site plan) and any reasonable documentation of the completion of that stage (e.g. pictures of the installed equipment).

## **SAMPLE SCOPE OF WORK OUTLINE-**

### **Implementation Phase**

#### Task 1: Secure rights to location

- A.** Goal: Description of goal of this phase
- B.** Steps: Detailed steps to be taken
  - 1. Step 1 description
  - 2. Step 2 description
  - 3. Etc.
- C.** Deadline: Deadline for completion
- D.** Deliverables: Deliverables for this task

#### Task 2: Finalize station engineering and architectural designs and secure all necessary permits

- A.** Goal: Description of goal of this phase
- B.** Steps: Detailed steps to be taken
  - 1. Step 1 description
  - 2. Step 2 description
  - 3. Etc.
- C.** Deadline: Deadline for completion
- D.** Deliverables: Deliverables for this task

#### Task 3: Purchase equipment

- A.** Goal: Description of goal of this phase
- B.** Steps: Detailed steps to be taken
  - 1. Step 1 description
  - 2. Step 2 description
  - 3. Etc.
- C.** Deadline: Deadline for completion
- D.** Deliverables: Deliverables for this task

#### Task 4: Construction in preparation for fueling equipment installation

- A.** Goal: Description of goal of this phase
- B.** Steps: Detailed steps to be taken
  - 1. Step 1 description
  - 2. Step 2 description
  - 3. Etc.
- C.** Deadline: Deadline for completion
- D.** Deliverables: Deliverables for this task

#### Task 5: Installation of equipment

- A.** Goal: Description of goal of this phase
- B.** Steps: Detailed steps to be taken
  - 1. Step 1 description
  - 2. Step 2 description
  - 3. Etc.
- C.** Deadline: Deadline for completion

- D. Deliverables:** Deliverables for this task

**Task 6: Final construction post fueling equipment installation**

- A. Goal:** Description of goal of this phase
- B. Steps:** Detailed steps to be taken
  1. Step 1 description
  2. Step 2 description
  3. Etc.
- C. Deadline:** Deadline for completion
- D. Deliverables:** Deliverables for this task

**Task 7: Open station for public fueling**

- A. Goal:** Description of goal of this phase
- B. Steps:** Detailed steps to be taken
  1. Step 1 description
  2. Step 2 description
  3. Etc.
- C. Deadline:** Deadline for completion
- D. Deliverables:** Deliverables for this task, including a final implementation completion report

**Task 8: Reporting (*identical for all grants*)**

- A. Goal:** The PERFORMING PARTY will prepare and submit quarterly detailed project reports and a final report while ensuring compliance with all TCEQ program requirements
- B. Steps:** Detailed steps to be taken
  1. Coordinate all project resources to ensure compliance with AFFP requirements while providing deliverables on-schedule and on-budget.
  2. Generate quarterly progress reports and a final report verifying final completion of the facility.
- C. Deadline:** Submit quarterly reports to the TCEQ on January 15th, April 15th, July 15th, and October 15th of each year of the Implementation Phase of the contract and submit the final report to complete this task within X months of the signed Notice to Proceed Date as issued by TCEQ.
- D. Deliverables:** The PERFORMING PARTY shall submit quarterly progress reports with associated billing statements and a final implementation report to the TCEQ upon completion of this task.
- E. Operation Phase Timeline and Contract Expiration:** *If at the time of final implementation report submission the grantee will be unable to complete the required three year Operation Phase period before the Expiration Date of the contract, then the grantee must request a contract amendment to extend the termination date.*

**Operation Phase**

**Task 9: Operate station for public use for at least a three year period (*identical for all grants*)**

- A. Goal:** The PERFORMING PARTY will operate the station for public use for at least a three year period and report to the TCEQ on the status of station operation.
- B. Steps:** Detailed steps to be taken
  1. Ensure that the station is operating and publicly accessible and available for public use for a minimum of at least eight hours per day between the hours of 6:00a.m. and 8:00p.m, Monday through Friday.

2. Provide the TCEQ written information on the days and hours that the grant funded facility is available for public access and update the agency on a regular basis regarding any changes to those hours of operation.
  3. Publicly post information on the days and hours that the grant funded facility is available for public access at the facility and update the posting in the event of any changes to those hours of operation.
  4. Report to the TCEQ annually on the status of the station operation including actual usage and/or fuel throughput.
  5. Notify the TCEQ promptly in the event of any problems with or threats to station operation in compliance with this grant contract.
- C.** Deadline: Three years from the completion of the implementation phase
- D.** Deliverables: Annual operation status reports and final operations report



***Timeline***

Provide a Gantt Chart or other timeline of all major project milestones and deliverables. For the purposes of this application it is safest to assume that a contract will be signed by December 31, 2012, and thus all grant funded work (i.e., the implementation phase) must be planned for completion by May 31, 2015. The proposed timeline should allow adequate flexibility for meeting this deadline given any possible delays. Applicants should be prepared to begin work soon after notification of award and contract execution; however, the timeline for the proposed grant funded work should begin no sooner than three months after the close of the RFGA. The timeline should end three years after the implementation completion date, or no later than August 31, 2018.

### Section 3: Proposed Budget Directions

Submit a project budget. Include detailed information about both costs budgeted for TCEQ reimbursement with grant funds and the projected total cost of the project including all funding sources. ***Detailed information about all grant funded expenses is particularly important, including clear categorization and itemization of all grant expenses under the budget categories below.***

The budget for the projected total costs is required to provide the TCEQ with a clear picture of the overall project scope and requirements. The budget for the projected total costs is not required to be as detailed as the budget for costs eligible for grant funds; however, at a minimum total expenses for each budget category below should be provided with projected itemized expenses provided when known. Clearly identify what project costs will be funded by partners, if applicable. A supplemental budget for major subcontractors can also be included. This is particularly recommended for projects in which the subcontractor will be completing a major portion of the proposed grant funded work.

The project budget cannot be held confidential for any reason. Applicants may supply supporting documentation for the budget that details confidential information, for example salaries or benefits for specific employees, but the overall budget must provide sufficient detail to demonstrate the eligibility of expenses and allow for clear connections to the supporting documentation for reimbursement.

#### ***Proposed Budget Categories***

**Salaries:** This category includes the cost of all salaries for employees of the applicant to be funded under the grant. ***No Salary costs are eligible for reimbursement with AFFP grant funds.***

**Fringe Benefits:** This category includes costs for fringe benefits for employees of the applicant to be funded under the grant. ***No Fringe costs are eligible for reimbursement with AFFP grant funds.***

**Travel:** This category includes the cost of all travel by employees of the applicant to be funded under the grant. ***No Travel costs are eligible for reimbursement with AFFP grant funds.***

**Equipment:** Equipment is defined as non-construction related, tangible personal property having a unit acquisition cost of \$5,000 or more (including sales tax and delivery) with an estimated useful life of over one year. Equipment constructed with grant funds should be budgeted as Equipment if the sum of the separate component parts (including tax and delivery) has an original value of \$5000 or more. For the purposes of AFFP grants, alternative fueling equipment (including fuel storage tanks, compressors, electrical infrastructure, and other equipment at the facility directly needed to store and dispense alternative fuels) should be budgeted as Equipment. An invoice and cancelled check as proof of payment will be required for reimbursement of all equipment costs. Equipment costs that do not involve an arms length transaction (e.g., use of inventory without a proof of purchase) are not reimbursable.

**Supplies:** Supplies are defined as non-construction related costs for goods and materials having a unit acquisition cost (including sales tax and delivery) of less than ***\$5,000***. Basic items such as telephones, tools (wrenches, screwdrivers, etc.), office supplies, etc. are considered to be a cost of doing business and will not be funded. An invoice and cancelled check as proof of payment will be required for reimbursement of all supplies greater than \$500 in value. The TCEQ cannot reimburse for food or drink as Supplies.

**Contractual:** Contractual expenses are defined as non-construction related costs for professional services or tasks provided by a firm or individual who is not employed by the applicant. Each subcontractor/consultant should be listed separately. Major subcontractors may need to submit a quote or itemized budget in support of the application budget.

**Construction:** Construction expenses are defined as the costs for enhancement or building of permanent facilities. Construction costs can include: costs of planning, designing, and engineering; materials and labor connected with the construction; and any subcontracts including contracts for services in connection with the construction.

**Other:** Other expenses not falling under the other cost definitions should be itemized in this category. The TCEQ cannot reimburse for food or drink as Other. Overhead expenses such as rent and utilities fall under Indirect Costs.

**Indirect Costs:** Indirect costs include overhead, rent, utilities, general and administrative expenses (G&A), general office supplies, and other costs not directly attributable to the grant funded work. *No Indirect costs are eligible for reimbursement with AFFP grant funds.*

## Section 4: Confidential Information Directions

### ***Confidential Information***

Any information the proposer wishes to protect from public disclosure **MUST** be submitted clearly marked ***"Confidential/Proprietary: inform applicant & seek AG opinion before releasing"*** on *every* page and **MUST** be submitted in a brown envelope as an attachment to Section 4 of the application and nowhere else. Any information that is so marked and submitted, if requested under the PIA, will be sent by the TCEQ to the Texas Attorney General (AG) for a decision on whether it may be withheld. Note that the AG may determine that the information is not confidential and therefore must be released. The TCEQ will inform the applicant of the request for the AG's decision but will make no arguments in support of the request. It is the responsibility of the applicant to explain the basis for its claim that the information is confidential to the AG.